

MEMO

DATE: September 13, 2004
TO: Administration Committee and Regional Council
FROM: Heather Copp, Chief Financial Officer
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RE: Monthly Report for August 2004

Information Only

Background: This report contains information about SCAG's cash flow, Budget and expense data and highlights for the month of August 2004.

Cash Flow

At August 30, 2004, the Letter of Credit (LOC) liability was \$1,298,000 compared to \$2,814,500 in the prior year. YTD LOC advances have decreased by \$1,314,000 or 35% compared to the same period last year.

Budget and Expenses

Attached is the SCAG Agency-Wide budget and the General Fund Budget in a new format. This information is directly exported from the SAP system. This year we want to begin focusing the RC's attention on the Agencywide budget, which is all inclusive of the OWP, General Fund, Indirect and Fringe budgets. We have categorized each of the several accounts in the Agency-Wide Budget to give you a 'Big Picture'. These categories are summarized below and detailed on the following pages.

Category	Budget	YTD Expends	Balance	Percent Spent
Staff	9,463,493	1,240,936	8,222,557	13%
Consultant	11,674,309	57,044	11,617,265	0%
Sub Regions	1,376,692	0	1,376,692	0%
Direct Costs	4,548,274	672,297	3,875,977	15%
Fringe Benefits	3,324,808	694,400	2,630,408	21%
Other	3,175,051	0	3,175,051	0%
Total	33,562,627	2,664,677	30,897,950	8%

August High lights

- Closed FY 03-04 books, one month ahead of prior year
- Submitted annual final Report of Expenditures to Caltrans, one week before due date
- Commenced annual, KPMG external audit one month ahead of prior year

Pc Dcs 103118

Budget v. Actual and Encumbrances
Through August - 17% of year

	Yr to Date					YTD		
	Expenditures			Pct		Expenditures		Pct
	Budget	Thru	Balance	of	Encum-	Plus	Balance	of
		August		Bud	brances	Encumbrs		Bud
Staff								
Salaries	9,363,493	1,220,645	8,142,848	13%		1,220,645	8,142,848	13%
Temporary help	100,000	20,291	79,709	20%	39,349	59,639	40,361	60%
	9,463,493	1,240,936	8,222,557	13%	39,349	1,280,284	8,183,209	14%
Consultant / Professional Services								
SCAG consultant	10,362,409		10,362,409	0%	6,310,374	6,310,374	4,052,035	61%
Legal services	435,000		435,000	0%	424,500	424,500	10,500	98%
Professional services	876,900	57,044	819,856	7%	751,644	808,689	68,211	92%
	11,674,309	57,044	11,617,265	0%	7,486,518	7,543,563	4,130,746	65%
Sub Regions								
Subregional consultant	354,359		354,359	0%	321,603	321,603	32,756	91%
Subregional staff projects	1,022,333		1,022,333	0%	1,022,333	1,022,333	0	100%
	1,376,692	0	1,376,692	0%	1,343,936	1,343,936	32,756	98%
Direct Costs								
Internet access fees	3,000		3,000	0%	1,796	1,796	1,204	60%
Software support	115,000	55,065	59,935	48%	807	55,872	59,128	49%
Hardware support	35,000	3,703	31,297	11%	24,171	27,874	7,126	80%
Software purchases	28,000		28,000	0%	3,000	3,000	25,000	11%
Office rent - main office	1,400,000	219,795	1,180,205	16%	1,064,180	1,283,975	116,025	92%
Office rent - satellite office	38,000	5,877	32,123	15%	29,184	35,061	2,939	92%
Equipment leases	340,000	52,332	287,668	15%	272,451	324,783	15,217	96%
Equipment repairs	25,000		25,000	0%	9,125	9,125	15,875	37%
Insurance	180,000	180,516	(516)	100%		180,516	(516)	100%
Payroll and bank process fees	25,000	3,187	21,813	13%		3,187	21,813	13%
Office supplies	100,000	8,307	91,693	8%	84,218	92,525	7,475	93%
Telephone charges	80,000	788	79,212	1%	5,327	6,115	73,885	8%
Postage and delivery	80,000	10,934	69,066	14%	284	11,217	68,783	14%
SCAG memberships	70,500	51,520	18,980	73%	12,745	64,265	6,235	91%
Professional memberships	7,500		7,500	0%	198	198	7,303	3%
Resource materials and subs	22,000	3,715	18,285	17%	21,731	25,446	(3,446)	116%
Depreciation - furniture	32,700	4,881	27,819	15%		4,881	27,819	15%
Depreciation - computer	85,000	10,227	74,773	12%		10,227	74,773	12%
Capital outlay	488,100		488,100	0%	47,242	47,242	440,858	10%
Recruitment notices	20,000	88	19,912	0%	13,200	13,288	6,712	66%
Public notices	25,000	2,268	22,732	9%	929	3,197	21,803	13%
Staff training	50,000	11,681	38,319	23%	5,501	17,182	32,818	34%
RC & committee meetings	20,000	61	19,939	0%	8,193	8,254	11,746	41%
RC retreat	15,000		15,000	0%			15,000	0%
RC general assembly	10,000		10,000	0%			10,000	0%
Other meeting expense	47,500	15,250	32,250	32%	11,000	26,250	21,250	55%
Miscellaneous	381,547		381,547	0%	79,699	79,699	301,848	21%
RC meeting stipends	130,000	11,010	118,990	8%		11,010	118,990	8%
Letter of credit interest	250,000	2,893	247,107	1%		2,893	247,107	1%
Caltrans rapid pay fees	2,000	150	1,850	8%		150	1,850	8%
Cash contributions to projects	10,000		10,000	0%			10,000	0%
Printing	162,727	1,033	161,694	1%	41	1,074	161,653	1%
Travel	200,900	9,436	191,464	5%	350	9,786	191,114	5%
Travel - event registration	18,800	2,580	16,220	14%	1,598	4,178	14,622	22%
AMPO board expense	1,000		1,000	0%			1,000	0%
RC special projects	49,000	5,000	44,000	10%	29,000	34,000	15,000	69%
	4,548,274	672,297	3,875,977	15%	1,725,970	2,398,266	2,150,009	53%

Budget v. Actual and Encumbrances
Through August - 17% of year

	Yr to Date Expenditures Thru			Pct of		YTD Expenditures Plus		Pct of
	Budget	August	Balance	Bud	Encum- brances	Encumbrs	Balance	Bud
Fringe Benefits								
Vacation accrual reconciliation		1,603	(1,603)			1,603	(1,603)	
Sick leave payback		(654)	654			(654)	654	
Severance and awards		39,832	(39,832)			39,832	(39,832)	
Retirement - PERS	1,376,879	197,483	1,179,396	14%		197,483	1,179,396	14%
Retirement - PARS	55,800	14,228	41,572	25%		14,228	41,572	25%
Health insurance	773,000	116,887	656,113	15%		116,887	656,113	15%
Dental insurance	78,895	15,375	63,520	19%		15,375	63,520	19%
Vision insurance	30,000	4,476	25,524	15%		4,476	25,524	15%
Life insurance	110,000	16,818	93,182	15%		16,818	93,182	15%
Medical & dental cash rebates	316,000	24,165	291,835	8%		24,165	291,835	8%
Medicare tax	135,137	15,538	119,599	11%		15,538	119,599	11%
Tuition reimbursements	15,000	163	14,837	1%		163	14,837	1%
Bus passes	15,000	1,690	13,310	11%		1,690	13,310	11%
Carpool reimbursements	5,000	350	4,650	7%		350	4,650	7%
Bus passes - taxable	75,000	8,859	66,141	12%		8,859	66,141	12%
Workers comp insurance (1)	230,097	233,900	(3,803)	102%		233,900	(3,803)	102%
Unemployment insurance	40,000		40,000	0%			40,000	0%
Deferred comp match	65,000	3,203	61,797	5%		3,203	61,797	5%
Benefit administration fees	4,000	484	3,516	12%		484	3,516	12%
	3,324,808	694,400	2,630,408	21%	0	694,400	2,630,408	21%
Other								
Soft match contributions	3,063,230		3,063,230	0%	3,063,230	3,063,230		100%
Reconcile to Burden	111,821		111,821	0%			111,821	0%
	3,175,051	0	3,175,051	0%	3,063,230	3,063,230	111,821	96%
Grand totals:	33,562,627	2,664,677	30,897,950	8%	13,659,003	16,323,679	17,238,949	49%

(1) Note: Workers Comp, in Fringe budget, paid in full, in July

% of Budget Spent @ 17% of year

